



Richard E. Constable, III  
Chairman

Anthony L. Marchetta  
Executive Director

## NOTICE OF VACANCY

**THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:**

**JOB TITLE:** HHF Servicing Officer (3 positions) **ISSUE DATE:** 1/9/2014  
**RANGE:** (9) **CLOSING DATE:**  
**DIVISION:** Hardest Hit Fund Program  
**FL STATUS:** Exempt ☒ Non-Exempt ☐  
**UNION STATUS:** Professional Unit ☒ Administrative Unit ☐ Non-Union ☐  
**EMPLOYMENT STATUS:** Full Time ☒ Part Time ☐ Temporary ☐

### **JOB DESCRIPTION:**

Under supervision of the Supervisor of Servicing and Treasury Reporting, perform duties related to monitoring of the monthly payments from the borrower and to the Mortgage Lender under the HHF program; review insurance settlements; respond to servicer and public inquiry regarding servicing matters; update the Mortgage Servicing system with employment changes; and perform other related duties as required. Review requests for release of mortgage and make recommendations. Prepare release documents as necessary. Review the monthly reports provided by the Department of Labor, through its website and Counselor Direct reports relative to determining continued eligibility of the participants. Update the Mortgage Servicing system with employment changes. Prepare and send notices of termination as required. Contact and/or respond to borrowers regarding payments, changes of income, repayments, discharge of liens and general servicing related communications. Generate program correspondence and reports as required by HHF guidelines and U.S. Treasury. Maintain expense and payment ledgers and tracking logs as needed. Type internal and external correspondence to answer inquiries on servicing policies and procedures. Prepare subordination agreements. Maintain contact with lenders, title companies and borrowers to resolve problems related to mortgage closings. Monitor the monthly payments from the borrower and to the Mortgage Lender under the HHF Program. Notify borrowers of pending termination due to failure to make monthly contribution. Ensure reconciliation of all Counselor Direct and U.S. Treasury reports. Coordinate with Finance Division to ensure funding of loans in a timely and accurate manner.

### **MINIMUM REQUIREMENTS**

#### **EDUCATION / EXPERIENCE:**

Two (2) year college degree; five (5) years of related experience or an equivalent combination of both education and experience that meets the required knowledge, skills and abilities.

#### **SKILLS:**

Knowledge of general office procedures. Knowledge of HHF Guides and industry standards. Knowledge of mortgage guidelines and time frames for execution of canceled documents. Knowledge of foreclosure and bankruptcy litigation procedures. Ability to establish and maintain effective working relationships with staff and the general public. Ability to analyze financial/statistical information and draws conclusions.

### **BENEFITS**

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

**IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: [hrjobs@njhmfa.state.nj.us](mailto:hrjobs@njhmfa.state.nj.us) THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.**